

ADDENDUM NUMBER 1

Request for Proposal: RFP# 2024-10-07
FUTURE SKILLS TRAINING

Addendum Issue Date: Monday, November 4th, 2024

RFP Closing Date & Time: Monday, November 18th, 2024 (17:00 EST)

To All Potential Proponents:

Addendum Number 1 is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby an official document of the RFP. Please attach this addendum to the original RFP package. As per the RFP, the Proponent shall acknowledge receipt of any and all addendums, if any, by listing the Addenda by number(s) and date(s) in their proposal.

1. Is the training expected to be delivered remotely, in person, or a combination of both? If in person, what are the specific locations for the training sessions? If delivered remotely, is there a preferred platform (e.g., Zoom, Teams) that should be used?

Ans. The modality is still to be determined. If the training is delivered in person, it will take place in our Brampton or Mississauga office. The specific location is to be determined. If the training is delivered online, ACCES will provide access to our online platform which will either be Zoom or MS Teams.

2. Will ACCES provide logistical support for in-person sessions (space for training, food and travel costs for participants, etc.)? Will ACCES cover the travel cost of the facilitators to access the venue? Will ACCES be covering the cost of printing training materials, or should this be included in the proposal's pricing? If printing is required, is there a preferred format or vendor?

Ans. If the training is delivered in-person, ACCES will provide space in our Brampton or Mississauga office. As an organization under the Broader Public Sector (BPS) Act, we are not allowed to pay for incidentals such as travel costs and printing; however, training materials can be printed in-house.

3. Can you provide more information on the demographic and learning levels of the participants? Will they have varying levels of experience or education that might impact the customization of the training? Can you provide more details on characteristics of jobseekers (e.g., women, newcomers, parents returning to workplace, etc.) you will be targeting to include in the program? At which stage of their ECE learning program with colleges the participants will be when taking the training - closer to completing the program with colleges and before employment?

Ans. Most participants were previously jobseekers who encountered barriers to employment. They are currently mature students who are completing a college diploma in Early Childhood Education. The training outlined in this RFP will be delivered to program participants after they have completed the ECE college diploma.

4. Are there any language barriers or specific accommodations needed for the participants (e.g., translation services, accessibility tools)? Are there any accessibility requirements we should be aware of?

Ans. There are no language barriers. Participants are currently completing a fast-tracked 2-year college diploma in Early Childhood Education and the instruction is in English. It is expected that the appointed facilitator will address participants' various learning needs accordingly, whereby those who are struggling can be referred to the program's wrap-around-support component.

5. To what extent are the training modules expected to be customized for Early Childhood Educators (ECEs)? Would a focus on general skills with tailored case studies or examples be sufficient, or is a fully customized program expected? Are there any specific outcomes or competency standards that the participants must meet by the end of the training?

Ans. Futureproofing modules are required to be tailored to the workplace realities of the Early Childhood Education sector. Section 2.2 Scope of Work of the RFP provides more detailed information; however, we recognize the commonality among standardized futureproofing strategies and their applicability across a variety of sectors. Section 2.2 Scope of Work of the RFP provides information about expected outcomes.

6. What is the process for content approval before the training is delivered? Will there be opportunities to collaborate or receive feedback on the materials before the final version is presented? Will ACCES require pilot sessions or drafts of the training modules for review before the full delivery?

Ans. After the service agreement is fully executed with the selected vendor, ACCES will meet with them to schedule progress meetings during which the content will be reviewed, and feedback will be provided. Here again, it is expected that the vendor will research and incorporate workplace realities and examples pertaining to the Early Childhood Education sector. Pilot workshops will be part of the progress meetings to ensure that they are aligned with the Facilitation Requirements outlined in Section 2.2 Scope of Work of the RFP.

7. The RFP mentions the possibility of delivering the training to three groups concurrently. Could you confirm whether all sessions will need to be run at the same time, or will there be flexibility in scheduling? If concurrent sessions are required, how will this be managed in terms of facilitators and resources?

Ans. All three modules will be delivered to the 75 participants within one week. Although ACCES will provide flexibility in scheduling, the vendor may need to be sufficiently staffed to deliver to the three groups concurrently. ACCES will provide either in-class and/or virtual training space for this delivery. It's up to the vendor to manage their facilitators and resources.

8. Does ACCES have any expectations or requirements regarding the number of facilitators for each group, or can a single facilitator manage multiple groups with support? Would ACCES be open to associated costs of having two trainers present at all times during the training sessions? Would ACCES allow the use of subcontractors (such as additional facilitators) to support training delivery, and are there any specific requirements for their qualifications?

Ans. Please refer to responses provided in section 5. Concurrent Delivery. The selected proponent will enter into a contract with ACCES Employment and will be responsible for managing any sub-contractors, including additional facilitators. Bidders must provide specific details about their sub-contractors as part of their proposal. ACCES permits subcontracting, providing that the proponent ensures all sub-contractors adhere to the same terms and conditions outlined in the contract with ACCES. The successful proponent will be accountable for the compliance and performance of their sub-contractors throughout the contract duration.

9. How does ACCES plan to evaluate the effectiveness of the training? Are there specific metrics or feedback mechanisms in place? Are there any expectations for post-training support or follow-up sessions with participants?

Ans. ACCES will evaluate the effectiveness of the training by surveying participants and employers, and by determining placement rates and employer satisfaction. At this point, there are no expectations for post-training support or follow-up sessions with participants upon completion of the scope of work.

10. Are there any specific budget guidelines or limits that proponents should be aware of when submitting the proposal?

Ans. In accordance with our procurement guidelines, we do not share the project budget.

11. Regarding the training materials developed for this program, will ACCES retain exclusive ownership of the intellectual property rights or will the Contractor be permitted to use the material in future (and separate) engagements? Will ACCES have the right to reuse or distribute the training materials after the project is completed?

Ans. Any unique process or pre-existing formats or any previously-prepared materials developed by the Contractor prior to entering into an agreement with ACCES, but expressly excepting any ACCES-provided Materials, if any, will remain the property of the Contractor. All additional training materials developed for this program will be the exclusive property of ACCES. The successful contractor will assign all rights, including intellectual property and moral rights, in respect of the Materials, to ACCES. The training materials developed for this program will be the exclusive property of ACCES. As such, ACCES may reuse/distribute them.

12. Given the tight timeline, is there any flexibility in the delivery dates or deadlines for the training? Can the training schedule be adjusted to accommodate concurrent obligations? If there are delays in contract award or approvals, will the training start date be adjusted accordingly? According to the Scope of Work, there will be a total of 15 days of training to take place with 3 different cohorts, is there a specific deadline by which you want the training to start and end?

Ans. The five delivery dates are fixed. The RFP key dates account for potential delays in contract award to ensure timely delivery in April-May 2025.

13. While the RFP mentions the need for appropriate insurance coverage, are there any specific types of insurance (e.g., liability, professional indemnity) that ACCES requires the selected proponent to have? Will a certificate of insurance need to be submitted with the proposal, or can it be provided upon contract award?

Ans. No, the certificate of insurance does not have to be submitted with the proposal but once the contract is awarded or upon ACCES's request. For the type of services to be delivered, Professional Liability Insurance coverage would apply. Below is an excerpt from our Services Agreement addressing the need for insurance:

1. *Insurance and Release. If required by ACCES and/or specified in Schedule "A", hereto, the Contractor shall obtain and maintain during the Term, at the Contractor's own cost and expense, any insurance specified by ACCES as a condition of this Agreement. If ACCES does not require any specific insurance arrangements, the Contractor agrees that it is otherwise its responsibility to carry any insurance that would be considered appropriate for a prudent person or business engaged in the activities contemplated by this Agreement (or as may be required by law or imposed by any professional or regulatory body which may govern the activities of the Contractor). For clarity, in the event that ACCES does not identify any specific insurance arrangements in Schedule "A", this shall not be construed as a waiver of the Contractor's responsibility to carry any insurance that would be considered appropriate for a prudent person or business to carry while engaged in the activities and providing the Services contemplated by this Agreement, including liability insurance, nor does it invalidate the release, below.*

2. *Release. The Contractor hereby acknowledges and confirms its responsibilities in regards to carrying insurance appropriate to mitigating the risks associated with the provision of the Services hereunder, including in regards to personal injury and disability (in respect of itself and its employees, if any), as well as in regards to general or commercial liability, and, accordingly, the Contractor hereby releases ACCES, and its respective directors, officers, employees, and contractors, and their successors and assigns (the "Releasees") from any and all liability for any losses, damages, injuries, expenses, demands, claims, or causes of action of any kind whatsoever that may be suffered by the Contractor (or any employee of the Contractor) or caused by the Contractor (or any employee of the Contractor), even if such losses, damages, injuries, etc., are caused by the negligence of ACCES or a third party.*

3. *Furthermore, the Contractor agrees to defend, indemnify, and hold the Releasees, individually and collectively, harmless from and against any and all demands, claims, lawsuits, liabilities, damages, costs and expenses in relation to claims of any kind against ACCES, by any party or parties, that arise, either directly or indirectly, from the activities of the Contractor (or its employees) pursuant to this Agreement.*

14. Do you prefer the trainers use certified tools such as FourSight Mindset?

Ans. Not necessarily. Bidders should include the cost of any third-party tools they plan to use in delivering the Scope of Work in their proposal.

15. The RFP mentions 1:1 coaching in the Outcomes section, and not in the Scope of Work section. Will 1:1 coaching be officially part of the scope of work? If so, how many coaching sessions per participant do you anticipate will take place? Do you expect the coaching sessions to take place after training modules? Should it be also completed between April 1 and May 31, 2025? Considering that the RFP mentions about coaching support in pre-and post-hiring processes, would you be open to extending the timeframe for delivering coaching sessions beyond May 31, 2025?

Ans. Individualized coaching will not be part of the Scope of Work. “One-to-One Coaching” mentioned in the Outcomes section pertains to responding to questions that participants may ask and ensuing discussion specific to the futureproofing component.

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